

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	SRF-12-06
		募集締切日： Closing Date	4 Dec 05
		発行日： Date of Issue	21 Nov 05
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>2</u>) Administrative Specialist, #9 (管理専門職) 受諾可能な下位等級 Acceptable Trainee Level: 1-3 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U.S. Naval Ship Repair Facility, Yokosuka (SRF) Production Department Shop Division (Code 350) 勤務場所 Work Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 月曜日から金曜日 Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0800 - 1645 / 1200 - 1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Performs typical administrative/clerical duties to assist Director (C350), Shop Superintendent (C350A), and other staff members in the Division. Prepares outgoing correspondence, Notices, Memorandums, Instructions, etc. by collecting the necessary information and materials, develops/maintains filing systems and procedures, and receives/distributes documents and memorandums. Receives telephone calls and visitors from various activities in a cordial manner and refers them to appropriate staff members, or takes message in their absence. Maintains supervisor schedule of appointments and informs them of status. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge of navy correspondence, procedures governing administrative phases of Planning Department. c. Skill in operating personal computer such as Microsoft Outlook/Work, Excel, etc. d. Ability to perform general clerical work and secretarial work. e. Ability to speak, read and write English and Japanese at average proficiency level (LAD-2). *An applicant who does not fully meet the qualification requirements stated above may be hired at a lower grade level. 1-3: One year of general work experience. If applicant does not have such work experience, completion of 2 years junior college/technical school or 4-years degree in any field may qualify him/her at 1-3 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required : N/A			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明書するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries ◎ 担当部署／担当者名 Office/POC 米海軍横須賀基地 艦船修理廠 コード 840 担当者名 Name : 里見／(高野) 直通 046-816-4553/(4552) (DSN) 243-4553/(4552)	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO N131D 直通 046-816-8152 (DSN) 243-8152	事務処理欄 For Official Use PD No.: SRF-350-002 PD is accurate and current. Certified by Activity: kk HRO: AH 11/18 ms 11/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.